

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MINUTES OF THE MEETING**

DATE: April 11, 2011

TIME: 4:30 p.m.

PLACE: Battell Center Community Room

PRESENT: Reg Wagle, John Coppens, Carolyn Teeter, Bob Shriner, Ellen West and Mike Bergin

ALSO PRESENT: Mike Faulkner, Carmen Maes, George Fowler, Joe VanNevel, Rick Springer and Michelle Wotring

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Board President, Mr. Wagle, called the regularly scheduled meeting to order at 4:32 p.m. The Pledge of Allegiance was recited. Mr. Wagle then called for approval of the minutes from the March 28th meeting. Mrs. Teeter moved to approve the minutes as presented, and Mr. Coppens seconded her motion. The motion carried unanimously.

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OLD BUSINESS:
None at this time.

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NEW BUSINESS:

Mr. Faulkner requested to declare a Savin 9935DPE copier as surplus with no value formerly used by the Park Administrative offices. Mr. Bergin moved to approve the request and Mr. Shriner seconded the motion. The motion carried unanimously.

Mrs. Wotring, Office Manager for the Department, requested payment approval of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
1100109	\$15.00
1100118	\$468.00
1100120	\$29,182.15

Mrs. Teeter moved to approve the claims as presented on the above docket. Mr. Coppens seconded the motion. The motion carried unanimously.

Donations for the month of February totaled \$1,287.69. Mr. Shriner moved to approve the donations as presented, and Mr. Bergin seconded the motion. The motion carried unanimously.

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MONTHLY REPORTS

Mr. Faulkner reminded the Board of the Volunteer Breakfast scheduled for April 14th at 9 AM. He then went on to discuss and update the Board on the following issues:

- Restroom renovations at Battell Park and then Rose Park which are to include stainless steel fixtures
- Working on Capital Improvement Plan; Battell Park part of that and so will Merrifield Complex improvements of tuck pointing and liner leak repairs
- Mary Gibbard still a high priority and we will have to go back to Common Council to request appropriate funding for improvements.
- Adding additional parking spots at Prickett for dog park users, approximately 10-12
- Seeking approval from Board of Works to accept Midwest Turf golf cart bid of \$114,000 less trade in values

Mrs. Maes reported the recreational activities for the Department which included hiring of summer seasonal employees, preparing for and opening disc golf early, meetings with Kona Ice, Night Magic, and the committee on youth track, contest for naming new Day Camp, preparing for Summer Softball league, finalizing all

concert series entertainment and getting sound quotes, and attending Certified Server's Training for employee permit to serve alcohol.

Mr. Fowler gave Mr. Frye's report as presented and then discussed the maintenance division's activities. Mr. Fowler indicated the division was in "clean up" mode and had cleaned and trimmed a much needed area along the Linden Ave fence line. He also advised of the following: installed fountain in and replaced stone around irrigation pond, ground stumps, verticut tees, received shipment of chemicals and fertilizers, serviced golf carts and applied crabgrass control.

Mr. VanNevel provided a comprehensive season end and financial report on the ice rink and highlighted a few of the season's successful events like Notre Dame's Practice on the Pond and the Winter Festival, as well as weather conditions, days open/closed, and ice skate lesson numbers.

Mr. Springer discussed the Landscape division accomplishments in March. These included cutting down ornamental grasses at various park locations, cleaning up flower beds, fertilizing with crabgrass preventer, and repairing damaged trees from the winter.

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Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. As there were no further questions or comments to be made, Mr. Bergin moved to adjourn the meeting and Mrs. Teeter seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:13 p.m.

Submitted for Approval to the Board

Michelle L. Wotring
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, Board Secretary